** Butterfly Nursery School**

**Church Road**

**Horne**

**Surrey**

**RH6 9LA**

**01342 843655**

**POLICY: Safety Checks** (EYFS: 3.45, 3.63 & 3.64, 3.65)

 Safety checks must be carried out on a daily basis on the premises, indoors and outdoors, all equipment and resources before the children access any of the areas and recorded to show any issues and solutions.

All staff should be constantly aware of the nursery environment and monitor safety at all times.

**Risk Assessments**

The nursery carries our written risk assessments at least annually. These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. When circumstances change in the nursery, e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance.

All outings away from the nursery are individually risk assessed. For more details refer to the visits and outings policy.

Risk assessments document the hazard, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how will this be monitored and checked and by whom?

Please refer to the Health and Safety Executive’s ‘Five Steps to Risk Assessment’ located in the office for further support with the risk assessment process.

**Hints and tips**

The five Steps to Risk Assessment publication and risk assessment templates can be downloaded from the Health and Safety Executive’s website at [www.hse.gov.uk](http://www.hse.gov.uk)

**Electrical equipment**

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| --- | --- | --- |
| **Who checks** | **How often** | **Location/Tel.no** |
|  |  |  |

* All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they are to be at floor level
* Electrical sockets are all risk assessed and appropriate safety measures are in place to ensure the safety of the children.

Locations of:

* Water stop tap: Kitchen
* Fuse box: kitchen
* Main electricity box: kitchen

**Dangerous substances**

All dangerous substances including chemicals MUST be kept in locked areas out of children’s reach. All substances must be kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken e.g. gloves, apron and goggles.

**Hot drinks and food**

Hot drinks must only be consumed away from the children. No canned drinks, sweets or crisps are to be kept or consumed in the nursery rooms.

**Transport and outings**

The arrangements for transporting and the supervision of children when away from the nursery needs to be carefully planned. The nursery has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures.

**Room temperatures**

* Staff should be aware of the room temperatures in the nursery and should ensure that they are suitable at all times and recorded on the appropriate sheet.
* There is a thermometer in each room to ensure this is monitored.
* Staff must always be aware of the dangers of babies and young children being too warm or too cold.
* Temperatures should not fall below 18oC in the baby rooms and 16oC on the all other areas.
* Where fans are being used to cool rooms, great care must be taken with regards to their positioning.

**Water supplies**

* A Fresh drinking supply is available and accessible to all children, staff and visitors.
* All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40oC.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date disseminated to staff** | **Date for review** |
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